

Indiana Master Naturalist™ Workshop Application Form



Submit this form to the address below to schedule an Indiana Master Naturalist Workshop and receive workshop materials for your students. Workshop guidelines are provided on page two of this application form.

Workshop Coordinator Information

Name _____
Title _____
Address _____
City, State, Zip _____
Phone _____
E-mail _____

Workshop Information

Workshop Dates (minimum of eight 3-hour sessions required); tentative times and topics

_____	_____
_____	_____
_____	_____
_____	_____

Workshop Location _____

Number of Students Expected (Suggested Minimum 10 - Maximum 30) _____

Sponsoring Agencies or Organizations _____

Contact Person _____

Phone _____

E-mail _____

Shipping Address for Materials

Name _____

Address _____

City, State, Zip _____

Phone _____

Materials Requested

___ Evaluation Form

___ Binder Cover Sheet/Intro Page

___ Certificates

For more information, contact:

Ginger Murphy, IMN State Coordinator
Division of State Parks & Reservoirs
402 W. Washington Room W298
Indianapolis, IN 46204
Phone: 317/232-4143
E-mail: gmurphy@dnr.in.gov
Website: indianamasternaturalist.org

For Office Use Only:

___ Application form received
___ Posted on web
___ Requested materials sent
___ Follow up on registration: # _____
___ Payment received \$ _____
___ Workshop evaluation received

Notes:



The mission of the Indiana Master Naturalist program is to bring together natural resource specialists with adult learners to foster an understanding of Indiana's plants, water, soils and wildlife, and promote volunteer service in local communities.

What is Expected of Students

- Participate in at least 7 of the 8 course sessions.
- Complete volunteer service with a local or state natural resources organization (One hour of service per hour of coursework.)
- Complete an open book quiz covering course content.
- Pay registration fee required by sponsor.

What is Expected of Sponsors

- Natural resources agency or organization
- Use standard program materials (applications, certificates, etc.)
- Submit application for sponsorship.
- Develop a course outline, with a minimum of 8 3-hour sessions focused on the core curriculum topics (1 Geology/Soils, 1 Water, 2 Botany, 2 Zoology, 1 People and Natural Resources and 1 Miscellaneous-suggested list provided).
- Select qualified instructors for each course
- Provide name of local course coordinator
- Provide local publicity for course.
- Collect course fees, including a \$10/person administrative fee for pins, materials, newsletter and other supplies
- Assemble handouts and other resource materials for participants
- Provide meeting site and audiovisual equipment
- Provide course oversight and on-site host.
- Conduct an evaluation of the course and speakers
- Return a review of the course to the state coordinator along with \$10/person administrative fee
- Maintain a local list of class participants
- Provide suggested locations for volunteer service
- Track volunteer hours and submit names, addresses, and other contact info of those who complete volunteer service to the state coordinator so pins, newsletters, etc. can be provided.
- Distribute certificates, pins, and other forms of recognition to graduates who complete service.

For more detailed information for IMN course hosts, see the document *Step-by-Step Guide to Hosting an Indiana Master Naturalist Workshop*. You can download this from the website at www.indianamasternaturalist.org.



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